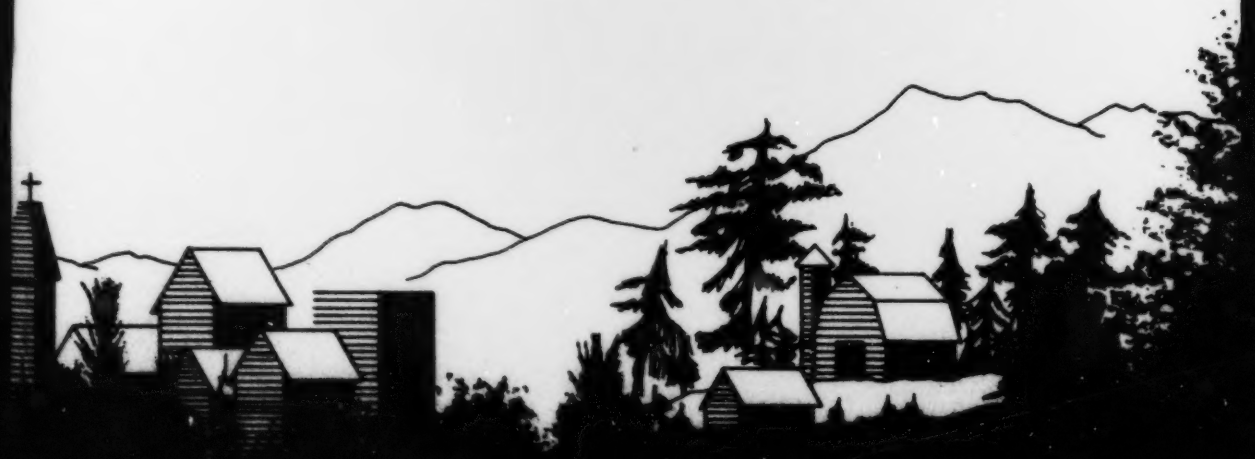
Province of
British Columbia

Annual Report

Fiscal Year
1984/85

Ministry of
Municipal Affairs



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British Columbia

Ministry of Municipal Affairs

Report of the fiscal year ended March 31, 1985

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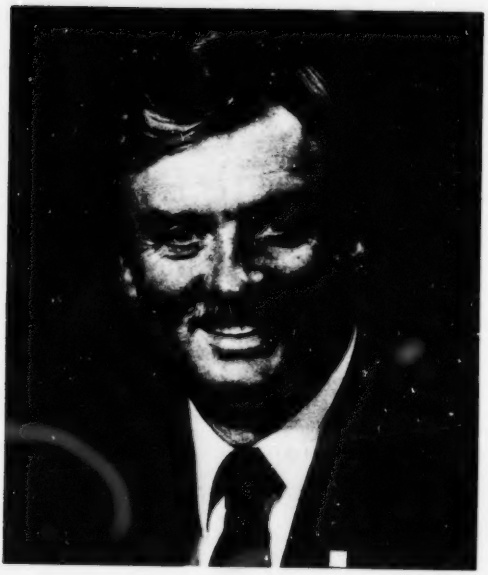


HONOURABLE BILL RITCHIE, MINISTER

To the Honourable Robert G. Rogers
Lieutenant Governor of the Province of British Columbia

MAY IT PLEASE YOUR HONOUR:

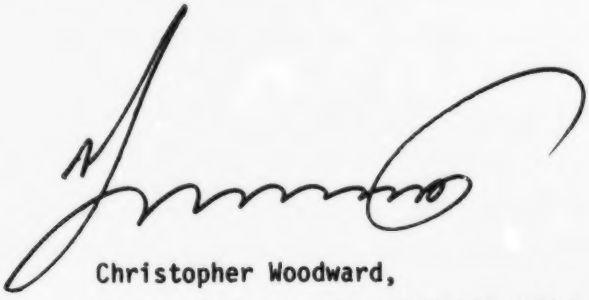
I have the honour to transmit herewith the Annual Report of the Ministry of Municipal Affairs for the fiscal year ended March 31, 1985.

Bill Ritchie,
Minister of Municipal Affairs

To the Honourable Bill Ritchie
Minister of Municipal Affairs

Sir:

I have the honour to submit the Annual Report of the Ministry of Municipal Affairs for the fiscal year ended March 31, 1985.



Christopher Woodward,
Deputy Minister of Municipal Affairs

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Local Services Act

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Dyking Authority Act

Municipal Aid Act

Ministry Purpose

The primary purpose of the Ministry of Municipal Affairs is to sustain a comprehensive system for local self-governance in British Columbia. Sustain is a significant word, meaning both to maintain and provide for as well as to uphold and to strengthen. Consequently, in connection with local government, the Ministry is concerned with maintaining the day-to-day functioning of the system -- through advisory, supervisory, and other programs -- as well as ensuring that the structure and resources of the system are commensurate with current needs. Implicit in this mandate is a fundamental belief in the inherent desirability of local self-governance.

The Ministry is the provincial agent responsible for exercising the constitutional powers respecting local government assigned to the Province under the Constitution Act (Canada). Local governments in Canada exist only to the extent that provincial governments see fit to create them. In British Columbia, this is reflected in the fact that municipalities, regional districts, and improvement districts are each corporate bodies, upon which the Provincial Legislature has conferred certain express rights and liabilities. The rights and liabilities conferred upon local governments are found primarily in the Municipal Act. This large and comprehensive statute establishes the legal, political, and economic framework within which local governments operate. A major, continuous concern of the Ministry is to evaluate the statutory framework for local self-governance to ensure that it is consistent with current local and provincial needs.

Ministry Organization

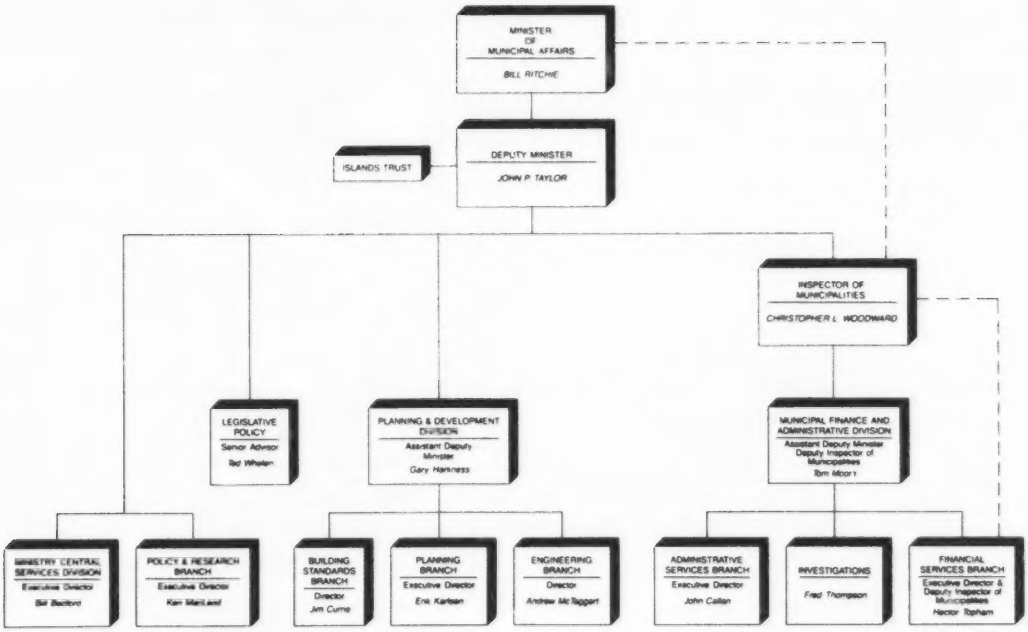
The Ministry of Municipal Affairs provides programs and services that may be grouped into three broad categories:

- client programs,
- special services,
- Ministry services.

Client programs provide basic services to local governments, including the provision of substantial financial support. Preparation and amendment of letters patent, review of bylaws, together with processing and technical advice are the remaining key activities within the client programs. **Special services** include the building standards, settlement planning, and technical planning programs. The Islands Trust is also found within this category. **Ministry services** are internally directed services focussed on achieving the effective and efficient management of the Ministry itself.

The Ministry is organized into two divisions, each division containing three branches. A number of autonomous branches also exist. Minor changes occurred in the Ministry's organizational structure in 1984. The Education and Information Office was closed as part of the government's policy to reduce the size of the provincial public service. The education function was passed on to the Municipal Officers Association. At year's end, the Ministry had a staff of 95 full-time equivalents, down 30% from the peak reached in 1983.

Ministry of Municipal Affairs
Organization Chart



Muncipal Affairs Personnel

Minister's Office, Parliament Buildings, Victoria, V8V 1X4, Phone 387-3602. Municipal Affairs Office, 747 Fort Street, Victoria, V8W 3E1, Phone 387-5925.

The Honourable Bill Ritchie, Minister of Municipal Affairs
Darlene Laidler, Secretary to the Minister
J.P. Taylor, Deputy Minister
C.H.L. Woodward, Inspector of Municipalities
G.C. Harkness, Assistant Deputy Minister
T.F. Moore, Assistant Deputy Minister
G.E. Whelen, Senior Advisor, Legislative Policy
J.E. Stephens, Education and Information Officer
F.J. Thompson, Investigations Director
J. McDonald, Investigations Officer

Policy and Research Branch

K. MacLeod, Executive Director
B. Walisser, Senior Policy Analyst
G. Paget, Senior Policy Analyst
R.T. Cubbon, Research Officer
R. Ghosh, Policy Analyst
C. Halbert, Policy Analyst

Administrative Services Branch

J.G. Callan, Executive Director
A.R. Clarke, Senior Administrative Officer
N.A. McCrimmon, Senior Administrative Officer
A.O. Ferguson, Senior Administrative Officer
W.J. Larter, Administrative Officer
D. Conway, Administrative Officer
B. Tabor, Administrative Officer
D. Blake, Administrative Officer
D. Muralt, Administrative Officer

Financial Services Branch

H.G. Topham, Executive Director
A.J. Tamblin, Senior Financial Officer
J.H. MacDonald, Senior Financial Officer
W.E. Ballard, Financial Officer
H.L. Clarkson, Financial Officer
B. Dhillon, Financial Officer
W.E. Eurchuk, Financial Officer
N.D. Goldie, Financial Officer
K.C. Jolley, Financial Officer
R.I. Rounds, Financial Officer

Engineering Branch

A. MacTaggart, Director
T. Pollard, Liaison Engineer

Building Standards Branch

J. Currie, Director
B. Emmett, Building Standards Officer
D. McDonald, Building Standards Officer
J. Moore, Building Standards Officer
J. Robertson, Building Standards Officer
W. Smith, Building Standards Officer
B. Vanderboor, Building Standards Officer

Central Services Branch

W.C. Bedford, Executive Director
L.J. Seminiuk, Comptroller
D.A. Swallow, Director of Personnel
M.E. Thomas, Administrator, Downtown Revitalization

Development Services Branch

E. Karlsen, Executive Director
E. Cull, Director Urban Planning
C. Hawksworth, Director, Strategic Planning
B.S. Jawanda, Senior Planning Advisor, Professional Services
W.J. Tassie, Senior Planning Advisor, Program Services
R. Addison, Senior Planner, Legislation
M. Fumalle, Senior Planning Coordinator, Lower Mainland
T. Maftechuk, Senior Policy Planner, Resource Settlement Impacts
A.L. Quin, Senior Policy Planner, Regional Planning
B. Heayn, Policy Planner, Regional Planning
L.V. Luchin, Regional Director, Vancouver Island
G. Stallard, Senior Planner, Urban Planning Section
C. Gibson, Senior Planning Assistant
B. Lee, Senior Planning Assistant

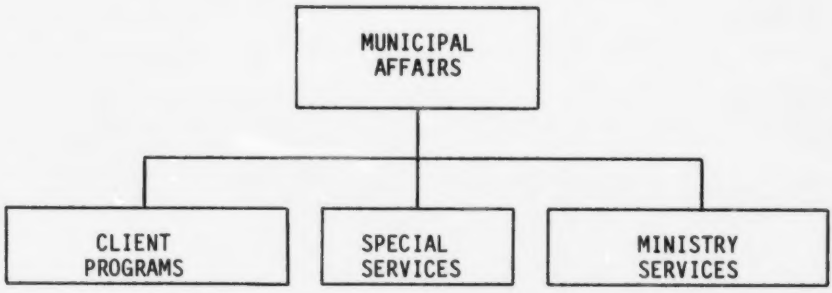
Islands Trust

716 Courtnay Street, Victoria, V8W 1C4, Phone 387-5219

M. Humphries, Chairman
J. Rich, Vice-Chairman
G. Wallace, Vice-Chairman

A. Roberts, Manager
D. Morris, Planning Officer
A. Osborne, Planning Officer
D. Ross, Planning Officer
T. Ovanin, Research Officer
M. Lee, Administrative Officer

Programs of the Ministry of Municipal Affairs



Local Government Development:
- legal structure of municipalities
- realignment of geographic boundaries
- incorporation of municipalities
- tax base sharing
- regional district functions

Supervision:
- bylaw processing & approval
- financial statement review
- investigations of local gov't conduct

Advice:
- guide/manual preparation
- Home Owner Grant administration
- personal technical advice

Financial Assistance:
- revenue sharing disbursement
- downtown revitalization

Municipal Administration Education:
- Board of Examiners
- Scholarships
- Programs to improve quality of municipal management

Settlement Planning:
- community development
- major project review

Technical Planning:
- cadastral mapping
- graphics & report production

Building Standards:
- B.C. Building & Plumbing Code
- Building Code Appeal Board

Islands Trust:
- separate settlement planning program administered under separate statute

Executive:
- executive management
- Minister's office

Ministry Resources:
- financial management
- budget
- personnel
- information systems

Municipal System Monitoring:
- municipal financial information
- municipal debt
- municipal/regional statistics

Communications:
- news releases
- annual report

Policy & Legislation:
- legislation
- policy/program analysis
- urban policy research
- library

Legislation

The following amendments were made to the Municipal Act.

BILL 21 - MISCELLANEOUS STATUTES AMENDMENT ACT (NO. 1), 1984

Section 31:

Section 245, which sets out the power and duties of the Treasurer, was amended to empower the Treasurer to invest revenue funds in investments permitted for reserve funds.

Section 32:

Section 793 was amended to clarify that municipalities are required to pay over to the regional district that portion of grants in lieu of taxes attributable to the regional district requisition.

Section 33:

Section 809(3), which was repealed at a previous session, confirms the authority of regional districts to adopt official settlement plans. Note section 70(3) makes the provision retroactive to the date of the previous repeal.

Section 34:

Section strikes out a dead reference to official regional plans.

BILL 31 - MISCELLANEOUS STATUTES AMENDMENT ACT (NO. 2), 1984

Sections 74, 75, and 76:

These sections amend sections 325 and 326 to provide a formula for the adjustment of the three-year moving average calculated for debt limitation purposes to adjust for the change to 100% value.

Section 77:

Section 719 was amended to empower the Minister to make regulations authorizing the payment of development cost charges by installments.

Sections 78, 79, 80, and 81:

These are technical amendments that clarify the Minister's authority to establish tax rate limitations, where necessary, to adjust to the variable tax rate system.

Revenue Sharing

Category	Total Grants
Cities	$ 83,915,000
Districts	93,635,000
Towns	9,300,000
Villages	10,280,000
Regional Districts	7,590,000
Total	$ 204,720,000

Budget Summary

Vote No.		Estimates 1984/85 $	$
	BUDGETARY EXPENDITURE		
	Voted Appropriations		
57	Minister's Office	172,180	
58	Operations and Administration	9,149,603	
59	Municipal Revenue Sharing	174,590,000	
	Total Voted Expenditure		183,911,783
	Special Accounts (Statutory)		
(S)	Downtown Revitalization	1,100,000	
	Total Special Accounts		1,100,000
	Total General Fund Expenditure		185,011,783
	Special Funds (Statutory)		
(S)	Revenue Sharing	202,090,000	
	Less Transfers to the fund from Voted Expenditure (Vote 59)	(174,590,000)	
	Total Special Funds (net of transfers)		27,500,000
	Total Consolidated Revenue Fund Expenditure		212,511,783
	Total Fulltime Equivalent Employees (FTEs)		98

Other Highlights

With regard to Ministry operations, 1984 was a year of restraint and rationalization. Reductions were seen in the Ministry's budget, staff complement, and office space requirements. Several significant organizational and personnel changes occurred. However, Ministry staff have emerged with a renewed enthusiasm and dedication to their individual tasks.

An important event during the year was the development of a computer systems implementation plan for the Ministry. Implementation of the first phase of the plan is anticipated during 1985. Preparations were also made during the year to automate the Ministry's financial control and accounting system and its personnel management system. Work in the latter area is being done on a pilot basis, prior to introducing a personnel-management information system throughout the provincial government. Together, these initiatives should result in tighter, more efficient administration of virtually all of the Ministry's significant activities.

Highlights within the Ministry's client programs for 1984 include one new incorporation and a number of corporate status and boundary changes. Metchosin was incorporated as a District Municipality on December 5, 1984 with elections for office being held soon thereafter. Incorporation polls in Colwood and Langford were held but the proposals to incorporate were defeated. Several restructure review studies were completed or were continuing at year's end, including studies in Fort Nelson, Parksville, and Quesnel. During 1984, 30 new regional district and improvement district functions were granted; 57 supplementary letters patent were also prepared and issued.

The Regional District Survey Committee, under the Chairmanship of the distinguished former Minister of Municipal Affairs, Mr. Dan Campbell, continued its work in 1984. Ten regional districts were examined by the Committee during the year. A milestone during the year was the official opening of the District of Tumbler Ridge on June 5, 1984; subsequently, the first three aldermen were elected to office.

A total of 1,665 bylaws, orders-in-council, and certificates of approval were approved, registered, prepared, or issued during the year. With the expiry of the Municipal Expenditure Restraint Act in 1983, the current year saw the emergence of "voluntary restraint" in the local government sector. This reduced the Ministry's formal workload by a considerable margin, but informal monitoring activities continued.

A major emphasis in the advisory program was on the preparation of manuals and guides. These publications are among the most effective ways of achieving an efficient interaction between the provincial government and local governments. During the year, the second edition of the Variable Tax Rate Guide was issued to facilitate the extension of this innovative system to all areas of local finance. The Home Owner Grant Manual was significantly updated in response to statutory changes.

In the building standards field, the highlight of the year was the publication of a comprehensive, illustrated edition of Building Requirements for the Physically Handicapped, being Section 3.7 of the provincial building code. The Islands Trust continued in 1984 with its mandate to preserve and protect the unique amenities and environment of the Trust Area. The Trust's

regulatory activity remained near the level achieved in the preceding year.

Closing Remarks

Overall, 1984 was a year for restraint and rationalization. Despite a considerable reduction in staff, the number of bylaws, letters patent, and other documents processed remained on a par with the number processed in previous years. With the implementation of the computer systems plan, further increases in efficiency in these areas may be expected. Some diminution of service in the advisory program was witnessed. A significant challenge in the future will be to find ways of improving this vital activity.

Municipal Administrative Services Branch

Responsibilities

The Administrative Services Branch reviews municipal, regional district, and improvement district bylaws for substance and form, coordinates references to other agencies where required, and prepares recommendations for approval by the Minister or the Inspector of Municipalities. The Branch also evaluates information and prepares documentation on matters such as regional district functions, specified areas, municipal and improvement district incorporations, boundary extensions, and local government administration. Advisory services are also provided to local and regional governments.

The structure of the Branch was reorganized in the middle of 1984 as a result of the general down-sizing of the Ministry. Two sections were created: the Municipal and Regional District Section, and the improvement district Section. The Improvement District Section now combines both administrative and financial reviews of improvement district activities. From the financial point of view, improvement district financial stability is assisted by the provision of comprehensive advice, including advice on current and long-term budgetary requirements and capital financing. Long-term capital financing proposals are also reviewed for approval by the Inspector of Municipalities.

A new Improvement District Manual was introduced and distributed to all improvement districts early in 1984.

Administrative Services staff carried out 18 field trips in response to municipal and regional district activities. Six of

these trips involved visits to 36 municipalities and 9 regional districts. The balance of the field trips were for special purposes where the presence of a Ministry representative was considered essential. In addition, there were 16 field trips on improvement district matters.

New Incorporations and Other Changes in Local Government Structures

As a result of the incorporation study undertaken in the Metchosin area, the Minister of Municipal Affairs directed that a poll be held on the question of the incorporation of the area as a district municipality. The result of the poll was affirmative. By letters patent effective December 3, 1984, the District of Metchosin was incorporated.

Subsequent to the completion of local government studies undertaken by incorporation committees in the Colwood/Langford area, View Royal, and Canal Flats, incorporation polls were held at the direction of the Minister of Municipal Affairs in these areas. The result of each poll was negative.

Studies of the restructure of local governments in Fort St. John, Fort Nelson, and Quesnel were continued. A new study of local government restructure was commenced in Parksville.

New studies of the feasibility of incorporation were commenced on Salt Spring Island, Sechelt, Sooke, Queen Charlotte City, Royston, and Woss Camp; the study of incorporation in Coombes-Hilliers was discontinued.

Municipal Boundary Revision

Supplementary letters patent were issued during 1984, authorizing four extensions and/or revisions in boundaries for four municipalities. The municipalities affected, together with the resulting adjustments in area and changes in population, are indicated in Table 1. A local census is taken in the extended area and added to the original population established under the 1981 census, in order to arrive at a new municipal population following extension.

(See Table 1 - Municipal Boundary Revisions 1984)

Table 1 - Municipal Boundary Revisions, 1984

	AREA (Hectares)			POPULATION		
Municipalities	Before	Added	After	Before	Added	After
Cities						
Courtenay	1019.08	39.12	1058.20	8,992	27	9,019
Districts						
Summerland	6691.24	72.58	6763.82	7,473	2	7,475
Towns						
Creston	874.8	36.53	911.33	4,190	0	4,190
Villages						
Oliver	245.97	5.27	251.24	1,908	6	1,914

Approvals by the Minister

During 1984, 746 items were considered and approved by the Minister. Of these, 595 were for municipalities: 71 involved abandonment and vesting of highways; 119 involved adjustments to water, sewer, and electricity rates; 82 involved appointments of members to municipal Boards of Variance; and the remaining 323 involved miscellaneous municipal requirements.

A further 151 items were for regional districts: 26 involved appointments of members to regional district Boards of Variance; 11 involved building bylaws; and 114 involved miscellaneous regional district requirements.

Bylaw Registrations

Bylaws in this category were examined for compliance with various provisions of the Municipal Act and other statutory authority. A total of 1,269 bylaws were reviewed, consisting of 531 for Villages, 38 for Districts, 34 for Regional Districts, 632 for Improvement Districts, and 34 bylaws for the Resort Municipality of Whistler were approved.

Orders in Council

The Lieutenant-Governor in Council approved 99 Minutes of Council. Forty-four of these related to regional districts, 45 to improvement districts, 4 to municipal boundary alterations, and 6 to miscellaneous purposes.

Certificate of Approval

As follow-up to approval of loan authorization bylaws, 97 Certificates of Approval were issued to loan authorization bylaws and Municipal Finance Authority resolutions. Also, to support Municipal Finance Authority borrowing carried out in 1984, 200 Certificates of Approval for security issuing bylaws were issued.

Improvement Districts

The Ministry presently administers 322 improvement districts incorporated under the Water Act and the Municipal Act. Two hundred and seventy of the districts have provision of waterworks or irrigation as their main function; but they may also look after fire protection, street lighting, parks and playgrounds, community halls, sewers, garbage collection, dyking and drainage, and cemeteries. Eighteen districts have dyking, drainage, or land improvement and water quality monitoring as their main object. A further 34 districts have provision of fire protection as their main object, with an additional object of providing street lighting in some instances.

Five new improvement districts were incorporated in 1984 for waterworks or irrigation purposes, and one improvement district was dissolved, becoming a specified area of a regional district. All except one of the improvement districts were incorporated for the purpose of taking over private water systems installed by developers under the Water Utilities Act. Supplementary letters patent were issued during 1984, authorizing extensions and/or revisions in boundaries for 28 improvement districts; in addition, 3 amendments authorized additional objects, and 6 amendments revised the numbers of trustees.

The Inspector of Municipalities registered 632 bylaws on behalf of improvement districts. Staff made 16 field trips, visiting 45 improvement districts, attending both public meetings and meetings of improvement district trustees dealing with administration, finance, and regulatory matters.

Regional District Activities

During 1984, 15 new functions were granted to the 28 regional districts. In addition, 25 supplementary letters patent were issued, amending existing functions: altering cost-apportionment formulas and tax rate limitations, increasing authorized borrowing for various Capital projects, and adding member municipalities.

Specified Areas

Twenty-nine specified areas were established in 1984. Of these areas, 15 were established by petition and 14 were established after property owners voted for the proposal. In addition, amendments to boundaries of 22 specified areas already established were completed.

Before regional government was introduced, community services administered locally in non-municipal areas were provided through the incorporation of improvement districts. New local service needs for non-municipal areas (with the exception of water, irrigation, and dykes) are now almost all provided and financed by regional districts.

Many of the specified areas have been established adjacent to municipal boundaries. As demand for further services develops,

the trend will be toward encouraging the incorporation of these areas within adjacent municipal boundaries. Isolated specified areas will probably retain their non-municipal status.

Municipal Financial Services Branch

Responsibilities

The Financial Services Branch assists in maintaining the financial stability of local government by providing advice on all aspects of local government finance, including current and long-term budgetary requirements and capital financing. In addition, capital financing proposals for local government, all of which require the approval of the Inspector of Municipalities, are reviewed by the Branch.

Developments

During 1984, staff from the Branch visited 51 municipalities and regional districts to review financial procedures and current problems related to budget, finance, and audit matters, and participated in several restructure-incorporation studies. The Branch is also represented on the Waste Management Committee, which includes Ministry of Environment staff. During the year, a number of Waste Management Plans were under study.

THE FOLLOWING SECTIONS PRESENT SELECTED FINANCIAL STATISTICS FOR MUNICIPALITIES AND REGIONAL DISTRICTS.

Assessment and Taxation

A major revenue source for municipalities in British Columbia is the real property tax, which over the past twenty years has increased from $154 million to $1.7 billion. Of the $1.7 billion, approximately 52% is for school purposes and 48% is for general municipal purposes.

In 1984, net taxable values for general municipal purposes in City, District, Town, and Village municipalities totalled $84.4 million, an increase of $1.1 million over the previous year. Prior to 1983, net taxable values for general municipal purposes were determined as a percentage of actual value (i.e., fair market value) less exemptions. Beginning in 1983, net taxable values for general municipal purposes are determined as actual value less exemptions. Because of this change, no meaningful comparison can be drawn between assessments this year and in prior years.

Tax Collection

The tax collection picture in municipalities is considered to be the primary indicator of administrative effectiveness and the ability of the taxpayer to meet the municipal tax levy promptly. In 1983, approximately 94% of the taxes levied were collected on average, up slightly from 1982. Although economic factors have a substantial effect on tax collections, municipal treasurers and collectors are to be congratulated for their continued effort in maintaining this high rate of tax collection.

For 1983 data, see the Ministry publication, Municipal Statistics, 1983.

Revenues and Expenditures

The 1983 audited financial statements indicate that British Columbia municipalities and regional districts continued to maintain a favourable financial position. Gross revenues from all sources (including collections on behalf of other governments) during 1983 equalled $2,583,000,000, an increase of $39,000,000 over 1982.

REVENUES	1983 ($ Millions)	1982 ($ Millions)	Increase ($ Millions)
General Municipal Taxation	817	794	23
School Taxation	852	862	(10)
Contributions, Grants, & Subsidies	301	265	36
Revenue from own sources	613	623	(10)
	2,583	2,544	39

The home owner grant increased by $5,000,000 in 1983 to a total of $225,000,000. When this is offset against the school tax levy of $852,000,000, a balance of $627,000,000 remains to be borne by the property owner.

EXPENDITURES	1983 ($ Millions)	1982 ($ Millions)	Increase ($ Millions)
General Government	181	178	3
Fire Protection	137	133	4
Administration of Justice	190	178	12
Public Works	170	181	(11)
Sanitation and Waste Removal	87	88	(1)
Recreation and Culture	204	205	(1)
Education	857	862	(5)
Debt Charges	252	224	28
Capital Expenditure from Revenue	93	112	(19)
Other*	412	383	29
	2,583	2,544	39

---

* Includes public health, social welfare, utilities, and contributions to reserves and other funds.

Reserves and Surplus

The total amount of statutory reserves, operating reserves, and surpluses held in all municipalities' accounts at the end of 1983 was $1,099,000,000. This represents 64% of municipalities' and regional districts' total revenue, excluding school taxes. Of

this total, $651,000,000 is held in liquid form or in investments authorized by statute. A portion of the surplus is represented by arrears of taxes and other receivables.

Statutory reserve funds of municipalities and regional districts have again shown an increase over the previous year. At the end of 1983 these funds, held for a variety of purposes, amounted to $367,000,000, an increase of $30,000,000 over the previous year. This increase allows for approximately $74,000,000 spent on capital works from reserve funds during the year 1983.

Summary of Five-Year Capital Expenditure Programs

The programs submitted by municipalities and regional districts during 1984, and covering the five-year period ending 1988, continued to provide useful information and guidance, not only to the local government bodies involved, but also the Ministry, other levels of government, and various financial institutions. Review of these submissions and the constructive criticism offered by the Ministry, where necessary, have led to consistency in program format, proving beneficial to all concerned.

A summary of the Capital Expenditure Programs by years is provided in Table 2. Included in the "General" heading under "Classification of Expenditures" are all capital expenditures for roads, sidewalks, public buildings, recreational facilities, land, and other capital projects not related to water or sewer systems. As in the past, municipal councils are attempting to finance a large portion of their capital works out of current operating and reserve funds, although the availability of federal-provincial loans and the infusion of capital funds via specific purpose grants have had a direct effect on this policy.

Borrowing

During 1984, Councils and Regional Boards continued to meet a substantial demand for municipal services, and 124 loan authorization bylaws were approved by the Inspector of Municipalities and subsequently adopted by the local governing body providing the service. Borrowing of $98,150,116 (Cdn) as summarized in Table 3 is $41,457,554 less than was authorized in 1983, due primarily to the decrease in road and storm drainage works. Completion of the various projects authorized will be phased over a number of years, and the demand for funds will follow the pace of construction. Included in the authorized borrowing is $2,954,565 in short-term loans that, under the Municipal Act, are subject to a per capita limitation.

The Inspector of Municipalities is not required to approve the borrowing of the City of Vancouver and the Metropolitan Water and Sewer Boards. Such borrowing is, therefore, not included in Table 3.

Preliminary borrowing of an estimated amount of $8,739,722 was approved for local improvement works. A number of municipalities have established special improvement funds to finance local works; these have not been included in the figure for preliminary borrowing approval.

At December 31, 1983, debenture debt of $30,073,973 was guaranteed by the Province under the Municipal Act (debt assumed from improvement districts by municipalities, formerly issued under the Improvement Districts Assistance Loan Act), the Municipal Aid Act, and the Greater Vancouver Sewerage and Drainage District Act.

GUARANTEED DEBT - December 31, 1983	$
Municipalities and Regional Districts* (excluding Vancouver)	9,953,973
Greater Nanaimo Water District	173,000
Greater Vancouver Water District	4,651,000
Greater Vancouver Sewerage and Drainage District	15,296,000
	30,073,973

Total issued and outstanding debenture debt as at December 31, 1983, of all municipalities and regional districts, including the City of Vancouver, was $1,452,898,134.*

The percentage of current revenue expended to service debenture debt (excluding debt for water and other utilities) increased to 7.01 per cent in 1983 from 6.43 per cent in 1982. The debenture debt of water and other utilities is serviced almost entirely by consumer charges and frontage taxes.

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* For details, see the Ministry publication, Municipal Statistics, 1983.

Indices Indicating the Historical Relationship Between Provincial Population, Personal Income and Building Permit Value, and Local Government Revenue and Debenture Debt

Year	Population	Total Revenue[1]	Building Permits[2]	Debenture Debt	Total B.C. Personal Income[2]
1961	100	100	100	100	100
1975	173	525	794	217	526
1976	156	618	571	254	603
1977	163	666	843	306	669
1978	167	752	802	328	759
1979	170	827	1,060	366	865
1980	177	1,039	1,422	413	1,004
1981	180	1,276	1,713	455	1,173
1982	180	1,423	1,041	511	1,285
1983	181	1,445	1,078[3]	562	1,349[3]

[1] Includes general municipal revenues, collections for other governments, and revenues of regional districts and utilities.

[2] Information provided by Central Statistics Bureau, Ministry of Industry and Small Business Development.

[3] Preliminary figures.

NOTE: In 1983, the method of determining net taxable value was significantly revised, rendering comparison with prior years meaningless. The column entitled "Maximum Values Taxable" has therefore been deleted from the table.

Table 2 - Five-Year Capital Expenditure Program Summary by Year for all Municipalities (Including Vancouver)

CLASSIFICATION OF EXPENDITURES

	Water	Sewer	General	Total
	$	$	$	$
1984	69,151,749	82,047,783	474,056,014	625,255,546
1985	38,218,903	45,461,855	374,226,246	457,907,004
1986	37,909,654	61,164,830	299,186,694	398,261,178
1987	47,342,988	56,607,450	289,935,332	393,885,770
1988	44,565,320	55,228,450	308,224,896	408,018,666
Totals	237,188,614	300,510,368	1,745,629,182	2,283,328,164

PROPOSED SOURCE OF FUNDS

	General Revenue	Grants	Reserve Funds	Debenture Sales	Other	Total
	$	$	$	$	$	$
1984	94,464,566	37,046,050	182,763,628	271,954,658	39,026,644	625,255,546
1985	108,360,045	26,865,056	94,569,616	211,369,354	16,742,933	457,907,004
1986	97,129,517	22,123,614	83,182,316	182,922,005	12,903,726	398,261,178
1987	97,290,219	16,069,342	84,226,337	180,961,751	15,338,121	393,885,770
1988	101,260,604	14,816,487	77,798,736	198,230,211	15,912,628	408,018,666
Totals	498,504,951	116,920,549	522,540,633	1,045,437,979	99,924,052	2,283,328,164

Table 3 - Borrowing Authorization, 1984

Purpose	Regional Districts	Cities	Districts	Towns	Villages	Total
	$	$	$	$	$	$
Waterworks	4,877,500	10,092,032	2,885,000	484,540	175,000	18,514,072
Sewers	3,719,500	35,631,631	2,271,400	120,000	--	41,742,531
Parks & Recreation	--	4,150,000	2,242,500	--	646,650	7,039,150
Civic Buildings	--	4,799,400	5,300,000	--	--	10,099,400
Equipment (including fire protection)	1,406,000	67,000	203,250	176,500	30,000	1,882,750
Other Tangible Assets*	1,721,500	3,781,213	12,393,500	280,000	696,000	18,872,213
Totals	11,724,500	58,521,276	25,295,650	1,061,040	1,547,650	98,150,116

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* Other tangible assets include land assembly, road improvement and sidewalks, and storm drainage.

Development Services Branch

Responsibilities and Objectives

Branch staff provide professional advice and assistance to the Ministry and to local government with respect to local government planning and regulatory bylaws. The Branch is also involved with other sections of the Ministry, other ministries, and local government in special projects that relate to specific community development problems or to managing the impacts of large-scale resource development projects on communities and settlements.

The objectives of the Branch in performing these duties include

- the promotion of efficient and effective community development planning, particularly with reference to matters of provincial interest, through direct and ongoing contact with local government staff;

- the development and promotion of a simpler, less complex approach to rural planning;

- ensuring that policies and programs of local government and the Ministry of Municipal Affairs are efficiently coordinated with those of other ministries and the private sector in major development projects;

- the development and promotion of a more comprehensive and cost-conscious approach to community and settlement planning in relation to the servicing and management of growth;

- the continuous review and improvement of legislation, regulations, and operating procedures to expedite the development approvals process and related Branch programs.

Developments

Following staff reductions in 1983 and early 1984, which left the Branch with 18 positions, the Development Services Branch was restructured into two Sections: the Programs Section and the Projects Section.

The Programs Section is primarily responsible for

- providing assistance to local governments in the preparation and updating of plans and bylaws, and reviewing plans and bylaws submitted to the Minister and Inspector for approval;

- developing and advising on technical policy and standards for the content of these plans and bylaws;

- preparing written legal descriptions and large-scale cadastral maps for all new municipal incorporations, improvement districts, specified and defined areas, and boundary changes;

- providing maps and graphics for Ministry and local government planning projects and Ministry displays and publications.

The responsibilities of the Projects Section include

- developing policy on community planning and land use issues having province-wide significance;

- investigating the effectiveness of current enabling legislation and recommending amendments where appropriate;

- representing the Ministry in the provincial government's review of major resource development projects;

- providing community planning services to Dease Lake and Atlin in the Stikine Region of the Province.

In late 1983, the Minister of Municipal Affairs established a committee to review and recommend amendments to the land use provisions of the Municipal Act. The Committee was comprised of senior staff from the Ministry and the Union of British Columbia Municipalities, as well as representatives from the British Columbia Homebuilders Association of Canada, the Urban Development Institute, and the legal and planning professions. Major revisions, generally supported by all groups involved, were recommended to the Minister by mid-year, and, following further detailed work by the Minister and senior staff, amendments were recommended to Cabinet by year end. Legislative amendments are anticipated in 1985.

Plans and Bylaws

The Branch receives and processes official plans and implementing bylaws for consideration by the Minister, and provides recommendations on their approval, alteration, or rejection. During 1984, 663 "land use" plans and bylaws were approved by the Minister as follows:

	Total
Municipalities and Regional Districts Authorizations for flood plain development (Municipalities Enabling and Validating Act, Section 187)	221
Regional Districts Official Settlement Plans or Zoning and Subdivision Bylaws	382
Islands Trust Official Community Plans or Zoning, and Subdivision Bylaws	60
Total	663

In addition, the Branch also provided advice to the Inspector of Municipalities on official community plans and implementing bylaws submitted for registration by villages.

Planning Grants

The Planning Grant Program under the Revenue Sharing Act, which supports regional district and municipal planning activities, is administered by the Development Services Branch. In 1984, the Minister approved planning grants in the amount of $308,600 for regional districts and $850,204 for municipalities. Funds were made available for the preparation of official community plans in municipalities that did not previously have plans. Funds were also made available for the development of new, official settlement plans in developing areas on the fringes of municipalities. In addition, funding was made available to amend official plans in areas where major economic activity is underway or anticipated, or where plans have been in effect for more than five years. Effective 1984, payment of a planning grant was made contingent upon submission of an adopted plan or

amendment, and the time period for completion of the funded work was extended from one year to two.

Resource Development Project Review

The objective of the Branch and Ministry's involvement in the provincial government's review of major resource projects is to ensure that land and critical community services required by a project and its workforce are provided expeditiously and cost-effectively. During 1984, reviews of eleven mine developments and three energy projects were completed. In addition, material related to Chevron Canada Ltd.'s offshore-oil exploration proposal in Hecate Strait and Queen Charlotte Sound and to a carbon dioxide drilling and production proposal in the Flathead Valley of the East Kootenays were reviewed.

General Activities

In addition to providing services in support of the approval functions described above, the Branch was involved in a variety of other activities during 1984, including

- preparing a publication to assist local governments and Boards of Variance in using the provisions of the Municipal Act to establish and administer Boards of Variance;

- reviewing the efficiency and effectiveness of the procedures for determining the provincial interest in land use plans and bylaws;

- reviewing and amending the Ministry's information requirements for new and expanded mine developments to ensure

that these requirements are kept to a minimum, while ensuring that appropriate information is provided by mining companies to help the Ministry and local governments respond to these developments;

- assisting several other ministries in the preparation of land use policies, including the Ministry of Energy, Mines and Petroleum Resources' land use policy, the Ministry of Forests' Five Year Forest and Range Resource Analysis, and the Community Watershed Policy and Procedures of the Ministries of Environment and of Forests;

- developing procedures for co-ordination of the Ministry of Environment's waste management planning program with local governments' land use plans and regulatory bylaws. It is anticipated that work on this will continue in 1985 and that Branch staff will be providing assistance and advice on specific waste management plans in the future;

- coordinating final public meetings on the Slocan Valley Development Guidelines (involving the Regional District of Central Kootenay and provincial resource ministries) and revisions to the Guidelines in order to complete a joint provincial and regional district statement on the management of rural settlement and resources in the Valley;

- assisting the Regional District of East Kootenay in identifying the implications of a Ministry of Environment water quality analysis for land use and servicing on the east side of Windermere Lake;

- assisting the Dewdney-Alouette Regional District in preparing a land use bylaw to reduce conflict between intensive agriculture operations and other land uses;

- providing advice and support to the Squamish-Lillooet Regional District on a new zoning bylaw for the Howe Sound area in response to a debris torrent study prepared by the Ministry of Transportation and Highways;

- assisting the Resort Municipality of Whistler in reviewing the road network plan for the municipality in conjunction with land use proposals;

- supporting the Village of Fort St. James and the District of Vanderhoof in reviewing and identifying amendments to the official community plans in response to their proposed Alcan Kemano Completion Project.

Central Services Branch

Responsibilities

Central Services is responsible for the coordination, provision, and maintenance of support services for statutory programs. The Branch's administrative sections provide services related to Ministry finance, personnel, and office administration, and the Downtown Revitalization Program.

The Financial Administration Services Section provides accounting, payroll, budget preparation, and financial reporting services for all Ministry programs. It also administers the Municipal Revenue Sharing Program, the Local Services to Provincial Property Program, and Home Owner Grant legislation. These programs are designed to assist the capital and operational requirements of local governments and represent approximately 98% of the Ministry's annual expenditure. The Personnel Administration Services Section is responsible for providing the Ministry with staffing, labour relations, and staff development services. The Office Administration Services Section provides the Ministry with central facilities management (pertaining to space, records, communication, mail, computer systems, assets inventory) and related office services. The Downtown Revitalization Program supports business core revitalization and marketing initiatives of local government by providing consulting, concept development, and financial administration services.

FINANCIAL ADMINISTRATION SECTION

The Financial Administration Section is responsible for

performing the accounting and fiscal control functions within the Ministry.

The Section processes all Ministry revenues and expenditures and prepares financial reports for each Ministry program. The Section is also responsible for the preparation of the Ministry estimates of expenditure and provides various services to program areas in support of this activity.

In addition to the provision of financial support services for the Ministry's programs, the Section also administers extensive statutory grant programs such as Revenue Sharing, Home Owner Grant, Municipal Aid, and various other grant programs.

During 1984, the Financial Administration Section was responsible for the coordination and implementation of an Electronic Transfer System designed to enhance the timeliness and efficiency of payments to municipalities. Also, the development of a microcomputer-based financial system was undertaken and successfully completed in 1984.

PERSONNEL ADMINISTRATION SECTION

Services provided by this office to the staff and management of the Ministry include management of employee and labour relations, administration of salary and other compensation systems, union contract interpretation and administration of union contracts, recruitment and staff development, work performance evaluation, and organizational and manpower planning.

In 1984, the Personnel Administration Section participated in the design and development of a Personnel Management Information

System for the government by assuming a pilot Ministry role.

OFFICE ADMINISTRATION SECTION

The Office Administration Section supports Ministry programs by providing office-space coordination, communication, and facilities, records management, building security, mail and courier delivery, computer systems development, and inventory control.

In 1984, with technical support provided by the British Columbia Systems Corporation, the development of a new computer system for the Ministry was initiated. The proposed system includes a Hewlett-Packard 3000 Series mini-computer to execute the Ministry's office automation and municipal data systems.

DOWNTOWN REVITALIZATION PROGRAM

The Downtown Revitalization Program was introduced in 1980. The sum of $25,000,000 was committed through the Special Funds Act 1980 to assist municipalities in rejuvenating their business cores. Through grants and low-interest loans, the Program brings together merchants, municipal councils, and provincial agencies to undertake concept plans, marketing strategies, and street beautification works.

Six forms of financial assistance are available under the program:

1. Start-up Grant - a $5,000 grant to initiate concept plans and initial works

2. Design Advance Loan - a $10,000 loan advance for detailed working drawings and cost estimates

3. Capital Improvement Loan - 75% of capital cost loan to undertake project(s)

4. Facade Improvement Grant - a grant of 20% of costs to improve shop fronts up to a maximum of $200 per metre

5. Promotion Aid Grants - a 25% grant determined by formula to assist merchants in organizing and promoting the downtown business area

6. Special Area Loan - an alternate funding arrangement that may be used by the Ministry if it is decided that a municipality's revitalization project is beyond the scope of the other forms of financial assistance provided under the program.

In 1984, an additional 18 municipal areas were designated for revitalization, bringing the total to 120 since the inception of the program.

During 1984, Capital Improvement Loans totalling $5,644,310 were approved by the Ministry for projects eligible for loan assistance of up to 75% of estimated costs. Design Loans totalling $140,000 were also approved to assist areas in finalizing project working drawings and costing.

Since 1980, combined loan and grant payments to participating municipalities has totalled $13,539,000.

1984/85 MUNICIPAL REVENUE SHARING PROGRAM

Provisions of the Revenue Sharing Act, effective April 1, 1978, replaced the existing $34.00 per capita grant under the Municipalities Aid Act, as well as the Interim Revenue Sharing Program. Under the revenue-sharing formula, the annual combined dollar yield of 1 personal income tax point, and 1 corporate tax point, plus 6% of renewable resource, non-renewable resource, and sales tax revenue is distributed in the form of municipal and regional district grants. The grants are distributed as follows:

1. The Basic Municipal Grant is worth up to a maximum $60,000 annually depending on the size and fiscal capacity of the municipality. Supplementary Basic Grants are available for municipalities with populations below 2,500.

2. Water and Sewer Facilities Grants are provided by a formula that determines the provincial contribution in relation to municipal debt servicing costs and assessment. A new Sewer Grant Program, consisting of front-end capital cost grants, was introduced in 1983.

3. The Municipal Major Road Grants Program provides up to $15,000,000 annually.

4. Municipal Planning Grants are available on an approved, cost-sharing basis.

5. Administration Grants, Planning Grants, and Basic Grants are available to regional districts. The Basic Grant is $30,000 annually per regional district. The Administration Grant is $10,000 annually per regional district. Planning Grants are

available to municipalities and regional districts on the basis of application.

6. The Unconditional Municipal Formula distributes assistance according to population, expenditure, and tax base.

7. Local Government Restructure Assistance is available for the creation or amalgamation of municipalities as well as for certain boundary extensions and policing costs.

8. Grants for the laying of underground utility lines provide $300,000 annually to municipalities on an approved, cost-sharing basis.

Revenue sharing expenditures for 1984-85 totalled $204,720,000, with funding derived from an appropriation of $174,590,000 and an opening balance of $30,130,000. Of this year's main expenditures, $90,043,000 was provided for Unconditional Grants; Water Facilities contributions totalled $37,445,000; Sewerage Assistance was $56,923,000, and Municipal Major Road Grants were approximately $11,001,000.

Municipalities received $204,720,000 as follows:

Category	Total Grants
Cities	$ 83,915,000
Districts	93,635,000
Towns	9,300,000
Villages	10,280,000
Regional Districts	7,590,000
Total	$ 204,720,000

MUNICIPAL COMMERCIAL VEHICLE LICENCE PROGRAM

One hundred and twenty-six municipalities participated in the Municipal Commercial Licence Program during the 1984-85 licence year. Sales of vehicle plates under this program, which is administered by the Ministry on behalf of the municipalities, generated approximately $654,000 in revenue during the year. After payment of incidental expenses, these funds will be distributed to participants on a per-capita basis.

Policy and Research Branch

Responsibilities

The central functions of the Branch are to provide policy support, program evaluation, and research services to the Ministry. The Branch also participates in the delivery of certain Ministry programs, most notably financial assistance, advisory services, and settlement planning. Routine work of an executive support nature is also performed by the Branch.

In the local government policy sphere, the Branch is expected to contribute to policy making in four distinct fields:

- urban systems policy,
- community development policy,
- local finance and tax policy, and
- local organization and development policy.

Program evaluation and research services are provided to the Ministry with the twin aims of facilitating adaptation to changed conditions and integrating corporate policy.

In 1984, the Branch had several major tasks centred in the fields of

- property tax policy and administration,
- program development/evaluation,
- community development policy,
- revenue sharing grant disbursement policy, and
- policy research.

In addition, the Branch accepted numerous smaller obligations, its work venturing into areas as wide ranging as automated election systems and bylaw enforcement practices.

Developments

During 1984, the Branch again devoted substantial resources to the field of property tax policy and administration. The variable tax rate system, introduced to municipalities in 1983, was extended to all areas of local finance in 1984. The Branch published a second edition of Variable Tax Rates: A Guide to Implementation to facilitate this change. A variable tax rate monitoring system was also established. The Branch participated in the development and implementation of a model industrial tax base sharing scheme for the Elk Valley and examined the possible extension of this concept to the Highland Valley area. Analyses of property taxation policy in relation to Crown corporations were completed as well.

Program development and evaluation activities occupied a good deal of the staff time in 1984. Work undertaken in connection with the introduction of the waste management planning system was completed in cooperation with the Ministry of Environment. Additional work analysing the urban fringe problem, long a topic of concern, was also completed. The year's major program development goal was to lay the foundation for a computer systems implementation plan for the Ministry. This involved completing, in conjunction with other branches, a comprehensive review of existing Ministry information systems and procedures.

Community development policy was a third focal point for the year. Assistance was offered to several resource communities in the Province's interior, with a view to ameliorating identified fiscal problems. Help was also extended to communities expecting to be affected by the now-delayed Kemano Completion Project. A major project analysing options for the future of the Ocean Falls townsite was completed.

Regulations governing revenue sharing disbursements underwent very little modification in 1984, having undergone extensive revision during the previous year. An analysis of distribution patterns for the Part VIII Unconditional Grant was completed. Another noteworthy accomplishment was the establishment of a microcomputer-based system for calculating grant distribution under Parts I and VIII of the Regulations. The system was developed and tested during the year and is now operational.

Research accomplishments during the year included: an analysis of rural service delivery options for remote communities; an evaluation of non-residential property taxation; establishment of microcomputer data bases covering such areas as municipal population size and municipal assessment; and work in connection with the management of small and intermediate-sized settlements in cooperation with the UBC Centre for Human Settlements. Some progress was also made in enhancing the Ministry's capacity to monitor the local government financial system, though much more work remains.

Overall, the Branch's project inventory shows that more than 65 significant assignments were completed during the year by its five staff analysts. This was in addition to a substantial

number of more routine assignments. Other major assignments included

- an essay on local government's role in economic development;
- a survey of tax sales for selected municipalities;
- a set of comments on the implications of various resource and industrial development proposals;
- coordination of responses to 1983 UBCM resolutions.

Branch productivity was significantly enhanced in 1984 with the introduction of microcomputing and electronic communications equipment. Branch staff were trained on computer usage and have successfully integrated the computer into daily operations.

Investigations Section

Responsibilities

The Investigations Section within the Office of the Inspector of Municipalities was established to provide a central unit that could address the various complaints made about local governments by those aggrieved primarily over perceived procedural failings.

Developments

Procedures in the Section continued to be refined from previous years, when most referrals were registered formally as complaints. Submissions continued to be examined more rigorously and were divided into two principal categories: those specifically requiring investigative action, and those primarily needing an explanation of a particular aspect of local government administration. This approach will enable the Branch to make a more thorough review of those complaints for which it has been determined that some action or redress is needed.

The issues that stem from economic activity, land use, building regulation, and variances increased slightly over 1983; however, the number of complaints involving the powers and procedures of council, as well as conflicts of interest, remained fairly constant. Complaints involving these areas continue to present adjudication difficulties because the legislation is less definitive on these topics than on some others.

Overall, there continues to be a high level of cooperation provided by elected and appointed officials at the municipal level.

Buildings Standards Branch

Responsibilities

The Branch provides a complete technical advisory and support service on the use and application of the Provincial Building Code and related standards: it supplies technical support for the Building Code Appeal Board, evaluates any changes proposed to the Building and Plumbing Codes, assesses new buildings and plumbing material submitted for approval for use in the Province, and develops new codes for specific purposes. The Branch also maintains close contact with the federal government and with standards branches in other provinces. Technical advisory service is supplied to other ministries in the provincial government, to the general public, and to all others affected by the Building Code.

Developments

This year the B.C. Building Code Appeal Board received 68 submissions regarding the application or interpretation of the Building Code and the approval of alternate materials. A total of 58 formal Branch opinions or approvals were researched in the same period. The telephone advisory service continued to be in demand as a means of settling disputes and problems that, due to time constraints, could not be the subject of the more formal written submissions. Activity in all these areas did, however, reflect the general reduction in construction activity within the Province. Participation by staff members in committees and seminars dealing with building regulations and related subjects was mainly restricted to activities within the Province, due to the prevailing fiscal restraint policy.

The Branch published B.C. Building Code Section 3.7., Building Requirements for Persons with Disabilities 1984. This document was printed in two formats: one detailed only the basic requirements, while the other provided illustrations and commentary. Requests for copies of these documents have been received not only from all over North America but also from Europe and the Far East. In addition, the B.C. Building Code was updated and amended to reflect current requirements in both building standards and standards for chimneys that serve solid-fuel-burning appliances. Bulletins were distributed throughout the Province to explain these changes. Initial work was commenced on the establishment of a new grading system for cedar shakes and shingles, both for B.C. and for export. Preliminary research into a provincial certification program that would cover private agencies in the field of building inspection was undertaken. Research was also commenced to prepare Branch proposals for changes to the 1985 Building Code. This Code is scheduled for adoption next year and will follow a new amendment system, involving all Code users throughout the Province, and a public voting process. This will be the first introduction of such a system in Canada.

Engineering Branch

Responsibilities

The Branch provides engineering support for Ministry programs and an advisory service to municipalities and regional districts. In addition, the Branch is responsible for the completion of engineering studies in areas of special provincial concern. The Water Management Branch of the Ministry of Environment continues to provide technical support to our Ministry and guidance to improvement districts. This support is coordinated by a liaison engineer in the office of Municipal Affairs.

Developments

A Water and Sewer Study Grant Program introduced this year distributed $215,000 to 46 municipalities. These studies will better define and prepare capital improvement projects in order to optimize municipal expenditures and provincial capital grants.

Applications for water and sewer construction grants from 41 municipalities and regional districts were assessed as part of the Revenue Sharing Act approval process. Technical priorities were assigned in a system that gives highest rank to projects designed to correct or prevent public health or environmental problems. The Branch continued to advise on municipal servicing problems and on inter-municipal agreements on servicing issues.

Several municipalities embarked on Waste Management Plans this year. This is a cooperative process involving local governments and provincial agencies. An inter-Ministry committee of

representatives from Environment and Municipal Affairs evaluates completed plans.

For improvement districts, recommendations were made on the technical aspects of numerous bylaws and on requests for release of special trust funds. Some 60 miscellaneous reports and investigations were made on various aspects of service provided by improvement districts, and engineering studies or major project appraisals were undertaken for 7 improvement districts.

Islands Trust

Responsibilities

The Islands Trust was established in 1974 by an Act of the British Columbia Legislature. The Act states that the object of the Trust is "to preserve and protect, in cooperation with municipalities and the Province generally, the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally." The Trust area includes islands and waters between the Canadian mainland and the south half of Vancouver Island. It contains some 5000 km^2, including some 775 km^2 of land on 500 islands.

The Trust includes a General Trust Committee, which deals with general affairs (i.e., matters that involve the Trust's mandate and that are of importance to more than one designated group of islands, or that concern islands not in a designated group). Three general trustees (including the Chairman of the Trust) make up this committee.

The Trust also includes a Local Trust Committee for each of 13 groups of designated islands. This committee is responsible for all local affairs (i.e., matters that involve the Trust's mandate, but that are of importance primarily within one designated group of islands).

The voters in each designated island group elect two local trustees, who serve a two-year term. The general trustees are elected by the local trustees, from among their number. The two local trustees and the three general trustees make up the Local Trust Committee for each island group.

The principal island in each designated group is listed below:

Bowen	Mayne
Denman	North Pender
Gabriola	Salt Spring
Galiano	Saturna
Gambier	South Pender
Hornby	Thetis
Lasqueti	

The Trust's principal authority is with respect to community planning and the regulation of land use and development. It is also required to advise the Lieutenant Governor in Council and to work with other government agencies, with respect to its mandate.

General Affairs

During 1984-85, in line with its responsibility to make recommendations concerning Crown land in the Trust area, the Trust reviewed its working agreement with the Minister of Lands, Parks and Housing. A revised agreement was successfully negotiated.

The Trust also continued its program of interaction with other agencies having similar mandates. In particular, contact was made with San Juan County, in the State of Washington, and visits were exchanged. Access to the experience of this county, which borders the trust area and contains many islands, is expected to be of considerable value to the Trust.

The Trust was included in Mr. Dan Campbell's review of Regional Districts. A preliminary meeting was held between Trust personnel and Mr. Campbell, and a report was prepared by the Trust outlining development potential in the Trust area, as input to Mr. Campbell's study.

Finally, elections of local trustees were conducted. Of the 26 trustees elected, 16 resumed the seats they had held before the elections.

Finance

The 1984-85 budget for the Trust was $422,000, a decline of 3.5% from 1983-84. The Trust's expenditures are partly funded by a levy of $1.50 per $1,000 of assessed value on property in the Trust area. This levy raised $195,000 in 1984-85.

Research and Publications

A report initiated in 1982 on heritage buildings in the Trust area was completed this year. Publication of the report will occur in 1985.

Because water shortages can easily occur on the islands in the Trust area, the Trust, in partnership with the Ministry of Environment, produced and published a pamphlet entitled Island Water Conservation. Two thousand copies were distributed, to a positive reception.

Consistent with its encouragement of bicycle touring as an appropriate recreational use of the islands, the Trust worked with the Bicycling Association of B.C. and the Outdoor Recreation

Council of B.C. to publish a safety guide for this activity, entitled Islands Bicycling. The initial printing of 5,000 copies was very quickly exhausted, and a larger printing is planned for 1985. Development and printing of the pamphlet received financial assistance from the Ministry of Lands, Parks and Housing, as well as from the Ministry of Provincial Secretary and Government Services.

Local Affairs

Local community planning and plan implementation activity continued in 1984. The following table shows the level of this activity.

	1983	1984
Local Trust Committee Meetings Held	36	39
General Trust Committee Meetings Held	24	24
Bylaws Adopted	31	49
Bylaws in Process at Year End	34	39
Public Hearings Held	14	21
Subdivision Approval Applications Reviewed	69	107
Crown Lease Applications Reviewed	54	46
Siting Permit Applications Received (for Hornby and Denman Islands only)	71	37
Agricultural Land Reserve Development Applications Reviewed	23	19
Development Permit Applications Received	21	28
Board of Variance Applications Received	59	35